

Bryant Consultants

Repair and Maintenance Checklist

Daily Maintenance

Beginning of Day

- ✔ **Power On:** Office master water switch (if applicable), vacuum, air compressor systems, nitrous-oxide, and oxygen cylinders (if applicable).
- ✔ **System Checks:** Ensure nitrous scavenge line suction is functional.
- ✔ **Water & Sterilization:** Flush handpieces and syringe waterlines, check and fill steam sterilizer distilled water levels, replace ultrasonic cleaner solution.

Throughout the Day

- ✔ **Sterilization:** Clean and lubricate handpieces, lube prophy angles, contra angles, and straight nose cones after each patient.
- ✔ **Disinfection:** Sanitize operatory equipment after each patient.
- ✔ **Water Management:** Flush handpiece waterlines and check self-contained water system bottle levels.
- ✔ **Autoclave:** Ensure water levels are sufficient. Add if not.
- ✔ **Instrument Sterilization:** Sterilize autoclaveable syringe tips after each patient.
- ✔ **Inspect Handpieces:** Check for proper function and verify there is no visible damage.

End of Day

- ✔ **Power Off:** Shut down nitrous-oxide and oxygen cylinders, alarm panel, vacuum, air compressor, and office master switch (wait 10 minutes before turning off water switch if applicable).
- ✔ **System Flush:** Flush handpiece tubings, air/water syringes, ultrasonic scalers, and prophy jets with air for biofilm prevention.
- ✔ **Cleaning & Draining:** Drain and clean ultrasonic cleaner.
- ✔ **Shutdown Equipment:** Turn off delivery systems, x-rays, sterilizers, ultrasonic scalers, prophy jets.
- ✔ **Vacuum System Maintenance:** Clean operatory HVE and saliva ejector tubings, flush vacuum lines, replace traps if needed.
- ✔ **Turn Off Film Processor (if applicable).**
- ✔ **Nomads:** Put battery on charger at end of day (if applicable)



Weekly Maintenance

- ✓ **Vacuum System:** Check and/or replace traps.
- ✓ **Valve Maintenance:** Disassemble, clean, and lubricate valves and O-rings on HVEs and saliva ejector valves.
- ✓ **Handpiece Maintenance:** Inspect and replace O-rings on handpiece couplers and gaskets if necessary.
- ✓ **Suction Traps:** Change out.
- ✓ **Autoclave:** Run weekly spore test.
- ✓ **Water Bottles:** Empty and Refill with distilled water and purifying tablet (if applicable)

Monthly Maintenance

- ✓ **Water Filtration:** Check/replace master water filter element (if applicable).
- ✓ **Trap & Filter Cleaning:** Inspect, clean, or replace plaster trap and lab vacuum filter(s) as well as milling unit filters.
- ✓ **Calibrate Equipment:** calibrate milling units, digital scanners or any other equipment that requires it (if applicable)
- ✓ **Equipment Cleaning:** Lubricate lab handpiece, clean model trimmer, clean panoramic/ceph cassettes and intensifying screens.
- ✓ **Analgesia System Check:** Inspect rubber goods for wear and replace if necessary.
- ✓ **Emergency Oxygen Unit:** Check controls and rubber goods for deterioration.
- ✓ **Water Quality & Testing:** Use test kits to check water bacteria levels.
- ✓ **Curing Light Efficiency:** Test output intensity with a light meter.
- ✓ **Sterilizer & Film Processor Maintenance:** Perform cleaning procedures as per manufacturer guidelines.
- ✓ **Pressure Relief Valve:** Check and pull sterilizer pressure relief valve.
- ✓ **Clean Dental Chair:** Clean base of chair as well as all parts under chair seat where dust and dirt accumulate.



Quarterly Maintenance

- ✓ **Autoclave:** Deep clean inside and out and change gasket.
- ✓ **Check Emergency Equipment:** Emergency Oxygen supply, first aid kit for expired medications, AED battery.

Semi-Annual Maintenance

- ✓ **Sterilizer Upkeep:** Replace door and cassette seals.
- ✓ **Air Abrasion Units:** Perform maintenance per manufacturer recommendations.
- ✓ **Amalgam Separator:** Check/replace cartridge (if applicable).
- ✓ **Vacuum System Maintenance:** Inspect oil and filter, change based on manufacturer's guidelines.

Annual Maintenance

- ✓ **Compressor Maintenance:** Change oil (if applicable) and air intake filters.
- ✓ **Vacuum System:** Replace water filters (if applicable), inspect oil and filter per manufacturer's recommendation.
- ✓ **Delivery System:** Replace air and water filters, check handpiece and vacuum tubing for cracks or stiffness.
- ✓ **X-Ray System:** Inspect intra-oral x-rays for tubehead drift, check bushings and pins. Ensure it is within radiation guidelines (if applicable).

Ideally there will be a checklist for daily, weekly, monthly, quarterly, semi-annually and yearly maintenance items. When completed, the team member that performed the maintenance would initial and date the checklist. This system will ensure no maintenance is missed that will cause damage to equipment that is very expensive to repair or replace.

